



**SCOTTISH CHAMBER ORCHESTRA
CHORUS MANAGER | AUGUST 2021**

CANDIDATE INFORMATION PACK

1. Chorus Biography
2. Structure and Background
3. Concerts Department
4. Purpose and Key Responsibilities
5. Candidate Profile
6. Summary of Terms and Conditions
7. Application Procedure
8. Recruitment Timetable
9. Further Information



SCO Chorus at BBC Promenade Concerts 2019 | Photo: Chris Christodoulou

“Professional voices can be thrilling ... but the humanity, expressiveness and energy of the SCO Chorus in the SCO’s performance of *Jephtha* under the conductor and harpsichordist Richard Egarr was even more impactful” – The Times (BBC Proms 2019)

“This has to be one of the best performances ever from an amateur choir ... no doubt this splendid group’s inspirational Chorus Director Gregory Batsleer is partly to thank” – Arts Desk (BBC Proms 2019)

“The concert began and ended in a cloud of harmonies, tapping into the mystery of the season, and confirming again how capable the (SCO) chorus are of turning this concert into something truly magical” – Seen & Heard International (Christmas Concert 2019)

1. The SCO Chorus

The SCO Chorus is an elite group of around 60 singers from all walks of life. Formed in 1991 to perform with the Scottish Chamber Orchestra and celebrating its 30th anniversary this year, its repertoire ranges from baroque to newly commissioned works.

Under the direction of [Gregory Batsleer](#) since 2009, the SCO Chorus has built a reputation as one of Scotland's most vibrant and versatile choirs, and one of the UK's finest orchestral choruses.

Members enjoy a unique opportunity to perform with one of the world's leading chamber orchestras, working with inspirational conductors including Maxim Emelyanychev, Richard Egarr, Andrew Manze, Bernard Labadie, Peter Dijkstra and Sir James MacMillan.

The Chorus appears around four times each Season with the Orchestra in Scotland's major cities. Recent concerts have covered a wide range of music including MacMillan *Seven Last Words from the Cross*, Stravinsky Mass, Handel *Messiah* and *Theodora*, Haydn *Creation* and *Seasons*, Beethoven 'Choral' Symphony and Missa Solemnis, Brahms Ein deutsches Requiem and a rare performance of Schumann Requiem. In April 2022, Andrew Manze will conduct the world premiere of *The Years*, commissioned from the SCO's Associate Composer Anna Clyne and librettist Stephanie Fleischmann. Further commissions are planned.

The Chorus also appears regularly in a cappella repertoire; its annual Christmas concerts have quickly established themselves as a Season highlight. Other recent out-of-Season appearances have included performances of Tallis' *Spem in Alium* in February 2020; a critically acclaimed debut at the BBC Proms in Handel's *Jephtha* in August 2019; a dramatised performance of Parry's *Songs of Farewell* in 2017, devised by stage director Jack Furness and Chorus Director Gregory Batsleer; and the world premiere of David Lang's RPS Award-winning *Memorial Ground* at the 2016 East Neuk Festival.

During the pandemic, the Chorus Manager and Chorus Director have kept in touch with singers through a programme of online activities including individual vocal coaching. The Chorus returns to live rehearsals at the start of September, focussing first on rebuilding and renewal.

Members of the Chorus are auditioned every second year, participate in solo 'vocal familiarisation' sessions in alternate years and take part in SCOC's regular 1:1 coaching programme with our dedicated vocal coaches, [Patricia MacMahon](#) and [Alan Beck](#).

The Chorus Manager manages the [SCO Chorus Young Singers' Programme](#) which is designed to nurture and develop aspiring young singers and is aimed at musicians with a high level of singing/choral experience. In return for their commitment, Young Singers receive a bursary per project, to help support their ongoing development and the cost of singing lessons.

3. SCO Structure and Background

The Orchestra is the only National Performing Company to be based in the capital city, Edinburgh. Overseen by a non-executive Board of Directors, the Orchestra's management team consists of 20 full-time and 4 part-time staff. They are led by the Chief Executive, to whom the departments of Concerts, Creative Learning, Marketing and Communications, Development and Finance report. See attached organisational chart for further information.

The Orchestra has several named artistic positions:

Maxim Emelyanychev *Principal Conductor* | Joseph Swensen *Conductor Emeritus*

Gregory Batsleer *Chorus Director*

Anna Clyne *Associate Composer*

4. Concerts Department

The SCO's busy Concerts Department administers the Orchestra's schedule of own-promoted concerts and engagements, recording sessions and overseas touring, as well as the SCO Chorus. The team works closely with Creative Learning to deliver full orchestra projects including Family Concerts and Masterworks.

The Chorus Manager works closely with the Concerts Director and four other Concerts Department colleagues to ensure the implementation, smooth operation and development of the Chorus schedule. S/he plays a vital role in creating a working environment conducive to the highest artistic standards.

The postholder will interact with every department in the SCO, with close and regular working relations with:

- Marketing, Development & Fundraising, Creative Learning and Finance teams
- Conductors and soloists performing with the Chorus
- Staff and crew at all venues visited by the Chorus

5. Purpose and Key Responsibilities

To manage all aspects of the SCO Chorus' activities, working closely with the Chorus Director and Concerts Director to further develop the activities of the Chorus.

The postholder will be required to attend Chorus rehearsals and concerts at venues throughout Scotland and elsewhere in the UK, as appropriate. According to the Chorus schedule the post will require working unsocial hours (early mornings, late evenings and weekends). Time off in lieu will be agreed, schedule permitting.

Key Responsibilities:

- Personnel Management and communications for all Chorus activity
- Administration and Logistics; creation of schedules; management of all administrative processes including updating the Chorus Handbook; venue and group travel bookings; management of music materials; management of rehearsal; liaison with section reps.
- Chorus Development: Work with Chorus Director and Concerts Director to help plan the forward programme; arrange regular vocal and language coaching; promote and manage the Young Singers' Programme; work to develop the Chorus' profile and activities; ensure promotional materials and website are regularly updated.

6. Detailed Functions

Personnel Management and communications

- Maintain regular contact with the Chorus Director regarding planning of all activities.
- Oversee personnel for SCO Chorus and the Young Singers' Programme including singers/prospective singers, pianists, vocal and language coaches and masterclass leaders. Book extras and deputies as required – at short notice if needed.
- Manage communications to the Chorus and other relevant personnel.
- In advance of each project, agree with the Chorus Director the numbers and balance required for each project; manage sign-ups and book extras as required (negotiating terms if applicable).
- Schedule and manage annual auditions and voice familiarisations.
- Regularly liaise and meet regularly with section reps; distribute meeting minutes.
- Write/Conduct surveys to obtain Chorus feedback as required.

Administration and Logistics

- Plan and distribute all rehearsal schedules in consultation with Chorus Director and Concerts Director.
- As required: book rehearsal venues for the season, and concert venues for Chorus-alone concerts.
- Co-ordinate hire/purchase/return of music with SCO Librarian; keep accurate records.
- Set up and duty manage rehearsals.
- Make all logistical arrangements for Chorus in concert weeks.
- Produce and co-ordinate all aspects of chorus-alone projects including performances, outside engagements, recordings and workshops.
- Create and manage budgets for projects.
- Use Groupanizer, the Chorus' online database, to manage logistics and personnel.
- Liaise with SCO Finance Dept regarding Chorus-related payments.
- Manage the Chorus' GDPR processes (see Chorus Handbook).
- Keep the Chorus Handbook updated and distribute annually.

Chorus Development

- With the Concerts Director and Chorus Director: develop the Chorus profile and activities through engagement in regular planning discussions; lead research and development as required.
- With the Concerts Director and Chorus Director: regularly review SCOC's strategic plan.
- Arrange and duty manage regular vocal coaching for the singers.
- Arrange language coaching as required for works not being performed in English.
- With the Concerts Director and Chorus Director: promote and manage SCOC's Young Singers' Programme (YSP).
- Liaise with SCO Creative Learning to identify/develop opportunities for the Chorus and members of the YSP to be involved in CL work.
- Work with SCO Marketing to develop copy/promotional materials for Chorus-alone performances and the YSP; ensure SCOC promotional materials, including website pages, are regularly updated. Liaise with Marketing regarding the Chorus' presence on Spektrix (the SCO's Customer Relationship Management system).
- Liaise with SCO Development & Fundraising regarding funding opportunities; provide information for funding reports.
- Be aware of company-wide developments (eg Sustainability; Equality, Diversity & Inclusion) and how the Chorus might interact with these.
- As required: manage the Chorus Director recruitment process with the Concerts Director

Additional Team Work

- Assist with rehearsal and concert management for the Chorus' programmes with SCO.
- Assist with transporting conductors and soloists.
- As required: source texts/translations for a cappella concerts; assist with the proof-reading of SCO Chorus concert programmes, posters and brochures.
- Other departmental duties as required.

7. Candidate Profile

This position will suit a capable, well organised, natural collaborator with a genuine interest in choral music. They will be a good communicator both verbally and in writing, relating easily with colleagues at all levels of the organisation and forming friendly relationships with colleagues both within SCO and at the Chorus and Orchestra's partner venues and organisations.

Essential Skills and Experience

General

- Experience in the management/administration of an amateur and/or professional ensemble
- A wide knowledge of choral music
- Demonstrable interest and ideas for continuing the development of the Chorus
- Experience of scheduling
- Understanding of the needs of artists/singers
- Ability to read music
- Self-starter, able to work calmly under pressure
- Clean driving licence
- Flexible, efficient and able to look ahead and anticipate/solve problems

Management and Administration

General management skills including

- Project management
- Scheduling of rehearsals and auditions
- Booking of venues and artists
- Financial management and budget preparation
- Experience of duty-managing and stage-managing rehearsals and concerts
- Excellent written and verbal communication skills
- Strong time management, with ability to prioritise and meet deadlines
- Experience in using IT to maintain/develop accurate record-keeping systems
- Practical understanding of relevant legislation, eg Health & Safety, GDPR

People Skills

- Able to relate to colleagues and contacts at all levels
- Understanding of issues requiring discretion/sensitivity
- A strong team player who can also work on their own initiative
- Confident in speaking to large groups as well as engaging with individual artists and singers

Other Job Requirements

- Willingness to work flexible hours, as detailed in Summary of Terms and Conditions.
- Clean driving licence
- Prepared to undertake any training which may be required.

Desirable Skills and Experience

- A good network of local choral contacts, both amateur and professional.
- Experience of proof-reading.

6. Summary of Terms and Conditions

The Scottish Chamber Orchestra is an accredited Living Wage Employer

Contract	0.6 FTE (3 days per week) starting in October or ASAP thereafter
Salary	Up to £25,000 per annum <i>pro rata</i> depending on skills and experience
Working Hours	<p>Normal office working hours are Monday to Friday 09:30 to 17:30, with one hour for lunch.</p> <p>However the postholder will be required to work flexibly, attending events throughout Scotland, elsewhere in the UK and abroad to serve the requirements of the Company.</p> <p>According to the Chorus's schedule the post will require attendance at rehearsals on Monday evenings (and occasionally at weekends) and at rehearsals and concerts during concert weeks. Time off in lieu will be agreed, schedule permitting.</p>
Holiday	25 Days plus 6 public holidays, plus 3 days between Christmas and New Year <i>pro-rata</i> .
Employee Benefits	Company Income Protection Insurance Company Life Assurance scheme Cycle to work scheme
Pension	NEST workplace pension scheme including 10% Employer contributions

We welcome applications from all nationalities. However, we are unfortunately unable to offer visa sponsorship for this role so before you apply for this post please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit:

<https://www.gov.uk/check-uk-visa>

If you are invited to interview, we will ask that you provide evidence showing your right to work in the UK (photocopies are not accepted).

7. Application Procedure

Please submit your CV and a covering letter outlining why the post interests you, that you have the range of relevant skills and experience as set out in the job description and that you currently hold a UK Driving licence.

Please include details of two referees, the Equal Opportunities Monitoring Form, a daytime telephone number and email address with which to contact you for possible interview arrangements. Referees will not be contacted prior to interview or without your permission.

Applications should be e-mailed to: recruitment@sco.org.uk or can be sent to Heather Baird, Scottish Chamber Orchestra, 4 Royal Terrace, Edinburgh, EH7 5AB (please mark your application 'Chorus Manager – Confidential').

If you have any specific access requirements, please let us know and we will do our best to meet your needs.

The SCO is an equal opportunity organisation; we value diversity in our organisation and welcome applications from everyone with appropriate skills.

No Recruitment Agencies please.

8. Recruitment Timetable

Deadline for Applications	Monday 27 September at 12:00
Interviews	Interviews will take place during the week beginning 4 October <i>The Company reserves the right to extend the deadline if necessary, and to hold a second round of interviews if required</i>

9. Further information

Organisation Chart, Equal Opportunities Monitoring Form, Privacy Notice to Applicants

Season brochures and other publications (including SCO News) available from <https://issuu.com/scomusic>